Close Out Requirements Checklist

For Gulf Coast Ecosystem Restoration Council Grants and IAAs

PIPER Requirements (Access at https://www.restorethegulf.gov/apps/piper/web)

☐ Performance Reporting Questionnaire (PIPER Web Form) *Note: Detailed instructions for submitting an award closeout performance report in PIPER are available in the PIPER Performance Report Module User Manual (pg 18)

☐ Updated Final Metrics (PIPER Web Form)

☐ Updated Leveraged Funding Data (if applicable) (PIPER Web Form)

☐ Final GIS Files (Uploaded with final Performance Report)

☐ Final Updated Observational Data Plan (Uploaded with final Performance Report)

☐ Final Updated Data Management Plan (Uploaded with final Performance Report)

☐ Observational Data Closeout Report (Complete here: https://docs.google.com/forms/d/e/1FAIpQLSepuhXNcyvYPvJajYTEPcxGhNtcfwvNZPwNdRniQRP18I5tHg/viewform) *Note: This should be completed outside of PIPER and then uploaded as a PDF to the Performance Report. PSEP awards are exempt from completing the Observational Data Closeout Report requirement

☐ Final update and "publish" of MERLIN Metadata Record

Details about creating and editing metadata records in MERLIN are available at: https://restorethegulf.gov/merlin-landingpage. Please reach out to merlin@restorethegulf.gov for additional questions about accessing MERLIN or editing metadata records.

GrantSolutions Requirements (Access at https://www.grantsolutions.gov)

☐ Completed Final FFR (GrantSolutions Web Form)

☐ Final Milestones Sheet (upload to GrantSolutions)

☐ Final Expenditures Sheet (upload to GrantSolutions)

☐ Financial Reporting Narrative (upload to GrantSolutions)

☐ Close Out Certification (upload to GrantSolutions)

Please check that all deliverables have been completed and provided to the Council staff.